

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position – Accounting Assistant**

Preparation Date: March 2021

**Function of Position:**

Responsible to the Data Coordinator & Accounts Payable Manager for general accounting duties including accounts payable functions of reviewing, processing invoices/payment vouchers for payment, maintaining vendor relations, overseeing college credit card records, managing ePayables, distributing funds to paycollege bills for all expenses except payroll and data entry to support financial accounting processes. This is a full-time, twelve-month position.

**Principal Duties and Responsibilities:**

- 1) Responsible for processing vendor invoices, student refunds, and payment vouchers. Process and distribute payments and maintain appropriate supporting information for expenditures. Ensure compliance for college expenses to the college policy for all expenditures and refunds. Review vendor statements for outstanding items, investigate non-current charges and resolve outstanding items. Research and respond to vendor inquiries. Provide credit reference information to vendors. (24%)
- 2) Serve as the Program Administrator for the college credit card program. This includes ensuring appropriate usage, working with cardholders, administering the credit card website, reviewing monthly expense reports for appropriate documentation, uploading monthly transactions into the college's database, and ensuring cardholder monthly receipt compliance in accordance with college policy. Facilitate and provide system training to cardholders. (20%)
- 3) Management of college's ePayables process, including enrollment of new vendors, uploading accurate payment records, and assisting others with ePayables information on a timely basis. (13%)
- 4) Prepare and process college expense transfers and monthly interdepartmental transactions. (8%)
- 5) Maintain appropriate internal controls to ensure new vendors additions are appropriate, perform due diligence in vendor reviews, and maintain appropriate related records of new vendors approved each year. Maintain the vendor database and 1099-MISC tracking based on the vendor's current W-9. Prepare the annual 1099-MISC tax forms. (8%).
- 6) Prepare work papers for accounts payable and other related general ledger accounts. Provide assistance with the annual audit. (6%)
- 7) Process bank wire transfers and cash advances. Reconcile cash advance requests and monitor outstanding requests to college policy. Void checks in the system, as necessary. (5%)
- 8) Responsible for pursuing sales tax exemption status in new states in which the college has significant purchases. Provide construction & sales tax exemption certificates to vendors in which the college is exempt from sales tax. (4%)
- 9) Facilitate the college's procurement of office supplies and perform User Administrator duties. (3%)
- 10) Participate in on-going process improvements and document processes related to job duties. (2%)
- 11) Perform other related tasks as assigned. (7%)

**Supervision:**

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee confers with supervisor regarding unusual matters.

**Minimum Qualifications:**

Associate's degree in business or related field or 2 years of equivalent experience. Requires extensive computer knowledge in Microsoft Office environment; strong Excel skills; accounting knowledge and strong commitment to customer service.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.